

CHAPTER 11

CLEARANCE REQUIREMENTS AND PROCEDURES FOR TRAVEL OUTSIDE CONTINENTAL UNITED STATES (OCONUS)

11-1. General. An area, theater and/or travel clearance (hereafter referred to as clearance) is required for travel OCONUS, except when:

a. Contacting only USACE activities in OCONUS areas. Travel orders must include the statement: Theater and area clearance not required. Visiting only USACE Activities.

b. Traveling to Canada In connection with activities of the Columbia River Treaty and the International Joint Commission, or to meetings related solely to the development and control of International waters of the United States and Canada and of the United States and Mexico. Travel orders must include the statement: Theater and area clearance not required. TDY is in connection with the activities of the Columbia River Treaty and the International Joint Commission and/or attendance at meeting is required solely for the development and control of international waters of the United States, Canada, and Mexico (use whichever is applicable).

11-2. Clearance for Senior USACE Officials. General officers and their civilian equivalent (SES) are likely targets of terrorist attacks or incidents whenever they travel OCONUS and the increasing threat requires additional efforts to insure their personal safety. The disclosure of sensitive information provided in travel itineraries and other rosters/agenda for senior officials are of importance and value to terrorist organizations and individuals. This vulnerability of key officials, increased by publicity and high day-to-day visibility, can be effectively reduced by restricting access to movement arrangements. To reduce officials* vulnerability, all foreign travel itineraries and other rosters/agenda for general officers and civilian equivalents will be classified CONFIDENTIAL, with declassification upon completion of travel. Exceptions include travel documents, such as airline tickets or orders which must be displayed to(unclear) personnel to arrange travel. Military rank and position should be omitted on items such as airline tickets.

OM 55-1-1
31 Jan 90

11-3. Submission of Clearance Requests.

a. Travelers will submit requests for clearance to CELD-TT on DA Form 2374-R, Notification of Foreign Visit (Figure 20, Appendix J). DA Form 2374-R will be reproduced locally. CELD-TT will provide CEPMS a copy of each DA Form 2374-R proposing OCONUS TDY.

b. DA Form 2374-R will be submitted 45 days in advance of departure. The 45 days advance notice is mandatory. In cases when the lead time cannot be met a justification is required.

c. DA Form 2374-R may be submitted prior to actual preparation of travel order, and is required for all OCONUS travel. CELD-TT will make the ultimate determination if a clearance is required. DA Form 2374-R is self-explanatory, however, the following Information is critical for preparing clearance message request:

(1) Item 15 - Details of visit. Provide concise and specific reasons and purpose of trip including estimated date of departure and return from duty station. Include certification: Visit cannot be combined with other proposed visits; information to be obtained from visit cannot be obtained from staff elements in OSD, OJCS or HQDA. Classified information will/will not be disclosed.

(2) Item 16 - Itinerary. Provide exact dates, specific detailed information available and complete name and address of foreign point of contact.

d. If clearance for a specific trip has been requested and/or obtained through another source the DA Form 2374-R should be annotated to reflect: Clearance obtained by _____

e. Any itinerary changes to a request already submitted will be executed on another DA Form 2374-R marked "Revised", and will be accompanied with a justification for the change.

f. Travel orders will not be released until the appropriate clearance has been obtained.